

Hamilton Elementary School Newsletter

Welcome to Hamilton Elementary!

Please know that we look forward to working with you in an effort to make your child's school year as successful and enjoyable as possible. If your schedule permits, we encourage you to become a parent volunteer. If not, we will have numerous assemblies and activities scheduled throughout the year where you will be welcomed to attend. Lastly, never hesitate to communicate with your child's teacher, our front office or the administration with any questions or concerns.

This newsletter contains some very important information to help you prepare for the beginning of the school year. Please look through it and read it carefully. If you have any questions, do not hesitate to call the office or send us an email. You will see newsletters coming home from your child's teacher throughout the year containing information about upcoming events and information about what has been happening here at HES. Please see your child's student handbook for further information pertaining to the elementary school. The handbook can be found at <http://www.hamilton-local.k12.oh.us/Downloads/HES%20Handbook%2017-18%20-%20edited%20Oct%202017.pdf>.

Preparing Tomorrow's Future, Today!



Dr. Josh H. Conley, Principal



Dr. Josh H. Conley
Principal
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Tyler Rush
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Hamilton Elementary School Upcoming Events:

8/13 First through Third Grade Open House 5 pm to 7 pm

8/15 First day for students in grades 1 through 3

8/15 Kdg. Open House 5pm to 7 pm



Kindergarten Staggered Entrance and Walking Your Child to Class

August 15th is the first day of school for all students **except** kindergarten. Kindergarten students will be on the following Staggered Entrance Schedule:

Aug. 16 K Staggered Entrance (Last Names A-L Only)

Aug. 17 K Staggered Entrance (Last Names M-Z Only)

Aug. 20 1st day All Kindergarten Students

In an effort to help you and your child know exactly where they will be going each day, we will be permitting parents to walk their child to their classroom for the first few days of school. After August 20th, we ask for the parents who choose to bring their child to school to follow the drop off procedures on p. 3 of this newsletter.

This will help decrease congestion in our hallways and increase the safety of our students. Our staff will make sure your child arrives to the appropriate classroom.

The front doors will open at 8:40 a.m. each morning. If you arrive early we ask that you wait outside of the building with your child unless you need to come into the office. If you are coming to the school to pick up your child at the end of the day we again ask that you wait outside in the student pick-up area unless you need to come into the office. This will create a less intimidating area for the students to find their rides home. If you are going to sign your student out for an early dismissal we ask that you do so prior to 3:15 p.m. After 3:15 p.m., we will ask that you wait for your child to be released through the gym doors.

Hamilton Elementary School Newsletter



All About the Bus

Please make sure your child knows how they will be getting to and from school each day. Reminding them of their bus animal each day will help them remember which bus they need to board at the end of each day. Please make sure someone is at your child's bus stop to help them get home at the end of the day.

Along with reminding your child of which bus animal they are to ride, reviewing the bus rules will also help keep them safe while on the bus. The following are a list of bus rules students are expected to follow every time they are on the bus:

1. Listen to the driver
2. Sit down in your assigned seat
3. Keep your hands to yourself
4. Keep the noise level low
5. There is to be no eating or drinking on the bus



If there is a change in how your student normally gets home from school, you must let the office know, in writing, of the change.

No student will be permitted to leave with someone different or ride a different bus without written permission from their parent and/or guardian, as well as approval from a school administrator.

Once the bus routes for the elementary have become finalized, exact pick-up and drop off times should be consistent. Please keep this in mind during the first couple of weeks of school as your child's bus may be late in the a.m. as well as the p.m.

**Please be patient with our transportation department during the first several weeks of school as it is not out of the ordinary for a bus to be 30 minutes late getting to a stop.

If you have any questions or concerns regarding transportation, please contact the transportation department at 491-1086, ext. 1236.

Don't forget about our FREE breakfast program!

Purchasing lunch at Hamilton Elementary

Student lunches cost **\$2.00**. If your child wishes to bring a packed lunch, milk is available for **40 cents**. Please make sure your child remembers to bring lunch money. Hamilton Local Schools participates in the Federal School Lunch Program. Applications for this program may be picked up in the office. Students will be notified of their eligibility after their application has been reviewed.

Please also note that the elementary will continue to offer our breakfast program. This program is free to all HES students. Students can choose to pick up a breakfast at designated tables in the hallways on their way to their homeroom classes each morning. We encourage all students to take full advantage of our breakfast program.

Worried about your child losing their lunch money? Take advantage of EZ Pay...

EZ Pay is an easy, convenient, and secure way to pay for school meals and all other fees, available online via secure web portal. EZ Pay allows you to quickly add lunch money to your child's account and pay for all fees that are associated with your child's education or activities. Creating your EZ Pay account is a very simple process. All you need is a valid email address, your child's student ID number

(if you do not know your child's student ID you may contact us to obtain it), and a couple of minutes to complete the registration process. EZ Pay allows you to make payments using a debit or credit card. You can access EZ Pay by clicking on the EZ Pay logo located on our district or school website home page. You may also access EZ Pay by searching the keyword "EZPay" in the search box on our website.



Hamilton Elementary School Newsletter

Absences and Tardies

Anytime your child misses part of the school day, it is considered either an absence or tardy. If your child is going to be absent from school it is extremely important that you take the time to notify the school of your child's absence. This will let us know that your child is safe and will also excuse your child's absence **(for only the first 10 occurrences, everything thereafter will be considered unexcused unless a doctor's note is provided)**. When calling to report your student absent please call, **491-8044 ext. 1399**. If you prefer sending an e-mail regarding your child's absence, please e-mail Mrs. Longbrake at mlongbrake@hlsd.org. Please keep in mind, notes regarding absences are accepted, but our younger students may forget to provide the note, so we encourage you to take advantage of calling or sending an e-mail if possible.

If your child arrives after 8:50 a.m. they will be considered tardy. It is important that you walk them to the front door and sign them in. Without a doctor's note, a tardy will be considered unexcused.



If you need to sign your child out early for a doctors appointment or other family emergency, you or whomever is signing them out must have a valid ID and be on the child's emergency medical card. No child will be released without a designated adult coming into the office to sign them out.

We ask that if you need to sign your child out early you do so prior to 3:15 p.m., as we begin our normal dismissal process at 3:15 p.m. If it is a planned early dismissal, please let your child's teacher know. If it is an emergency, calling the office ahead of time will allow us time to bring your child to the office.

Having good communication is key to keeping us and you informed, and most importantly, your child safe. Again, please take the time to call, send an e-mail, or a note when reporting your child absent from school. Thank you for your cooperation!

Specials Rotation...

We are very excited to be able to offer students at Hamilton Elementary five different special area classes. Students rotate through the following classes on a six day rotation: music, art, computer science, library and two classes of physical education. Each rotation day is identified by a letter day, A through F. Please refer to the monthly lunch calendar for information on letter days. Also, please contact your child's teacher to find out your child's specific class rotation. If we miss school due to weather or some other calamity, the schedule will reset to the day which was first missed.



Hamilton Elementary School Newsletter

District Visitors and Volunteers

Any person visiting Hamilton Elementary School must follow the following procedures:

1. All visitors entering the building beyond the main office must register and show a photo I.D.
2. Photo must be copied and kept on file by date of visit.
3. The building secretary will add the following information to the copy:
 - a. Purpose of visit
 - b. Time of visit
 - c. Staff member visited
4. Visitors must wear a "visitor badge" in a visible location at all times.
5. Visitors will wait in the office until a staff member comes to the office and escorts them to the meeting location.
6. Visitors must remain with staff members and are not permitted to move throughout the building without a staff escort.

Student and staff safety is our utmost concern. Following this protocol will further ensure everyone's safety. The next time you visit the school to attend a meeting or volunteer, we will be following this procedure.

As always, we appreciate all of the volunteers who work with us and recognize that parents, as well as community members, are our partners and that our goals are shared ones. Please understand, an approved volunteer does not have open access to school buildings. Any volunteer must have approval from a building administrator for any activity they wish to participate in. If you are interested in becoming a volunteer please see the article below. Thank you, and we hope to see you soon!



Please Note: Hamilton Local Schools has a closed lunch policy. For the safety of all students, visitors will not be permitted in the cafeteria during school lunches.

Would you like to lend a helping hand?

As we start another exciting school year, we'd like to invite anyone interested in lending a helping hand to join our volunteer team.

We appreciate all of the volunteers who work with us and recognize that parents, as well as community members, are our partners and that our goals are shared ones. Please understand, an approved volunteer does not have open access to school buildings and there's no guarantee an approved volunteer will be contacted to volunteer. Any volunteer must have approval from a building administrator for an activity they wish to participate in. If you wish to volunteer this year, please complete the following:

1. Volunteer information sheet
2. An employment/volunteer application
3. Photo copy of current drivers license
4. Volunteer release and identification agreement
5. Bureau of Criminal Identification and Investigation check

The forms listed above are available through the district website, the district office, as well as the elementary front office.

Keep in mind, there are many types of things that volunteers can do throughout the year.

Teachers may request volunteers to help with special activities or simple tasks, such as running copies. An extra set of cautious eyes in the parking lot and by the sidewalks during arrival and dismissal are always helpful.

Aside from specific school day activities, there are also several times throughout the year that the PTO needs volunteers to help out with PTO sponsored events and functions such as fundraisers, family events and much more. The PTO is always open to new members, so if you would like to get involved, please visit <http://www.hamiltonrangers/HESPTO.aspx> for more information.

Again, we encourage you to join our volunteer team. If you have any questions, please contact our PTO. We hope to see you soon!



Hamilton Elementary School Newsletter

Student Drop Off/Pick Up Areas & Visitor Parking

School begins at 8:40 a.m. Children must **not** be dropped off early because there is no supervision provided until 8:40 a.m. Prior to the doors opening at 8:40 a.m., parents are accountable for their child's safety and actions. Car riders and walkers are to enter school through the double doors by our gymnasium from 8:40 a.m.-8:50 a.m. There will be no access to the front office for those students without parents between 8:40 a.m.-8:50 a.m. Students arriving after 8:50 a.m. will be considered tardy and a parent will need to sign them in at our front office. Dismissal begins at 3:30 p.m. for car riders/walkers and 3:35 p.m. for bus riders. After school, children must return home and cannot linger to play on school grounds unsupervised. Students are permitted to return if a parent or guardian accompanies them.

